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Public Affairs

**REPORTING AND PROTOCOL
ARRANGEMENTS FOR DISTINGUISHED
VISITORS**

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Supersedes AFMCPD 35-1, 6 April 1998

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This policy directive establishes the requirement for reporting the names, effective dates, and purpose of visits for all distinguished visitors (DV) traveling to Headquarters Air Force Materiel Command (HQ AFMC) or any AFMC field unit. It also sets up minimum standards of protocol to be accorded DVs and assigns areas of responsibility. This policy directive does not apply to the Air National Guard or US Air Forces Reserve units and members.

SUMMARY OF REVISIONS

This directive supersedes AFMCPD 35-1, 6 Apr 98.

- 1.** The commander of AFMC expects all HQ AFMC directorates and AFMC field units to extend all possible courtesies commensurate with the DV's grade and position, and to manage all visits in a courteous and professional manner. See AFMCI 35-101, *Reporting and Monitoring Distinguished Visitors*, for details of reporting and making arrangements for these visits.
- 2.** This policy directive applies to HQ AFMC directorates and AFMC field units.
- 3.** All AFMC directorates and AFMC field units will report weekly to the Headquarters AFMC Protocol Office (HQ AFMC/CVP) their projected visits of DVs in the following grades:
 - 3.1.** DoD. HQ AFMC directorates report brigadier generals and civilian equivalents (DV-6) and higher, to include those who are retired in these grades.
 - 3.2.** DoD. Field unit directorates report lieutenant generals and civilian equivalents (DV-4) and higher, to include those who are retired in these grades.
 - 3.3.** Non-DoD. Report high-ranking officials from the Executive, Legislative and Judicial branches of the US Government. Report military and civilian foreign nationals of general officer grade, including foreign diplomats. Also report state governors, chief executive officers of major corporations, and

nationally or internationally prominent citizens. See AFMCI 35-101 for a more explicit definition of these categories of DVs.

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